



## **Forgotten No More, Inc.**

### **Deed of Confidentiality**

#### 1) Extent of Confidentiality:

- a) The confidentiality obligations cover information regarding the following people and or organizations:
  - i) FNMI staff and their families
  - ii) Beneficiaries of FNM programs
  - iii) Volunteers of FNM and their families
- b) Information relative to this Deed of Confidentiality includes, but is not limited to:
  - i) Personal information, date of birth, home address and phone number, work address and phone number, any other personal identifying information
  - ii) Health, medical or dental information
  - iii) Social services, legal, financial, child protection information
  - iv) FNM application, registration and enrolment forms
  - v) School records, registration & enrolment forms
  - vi) Job Applications & Resumes
  - vii) Life Histories & Experiences

#### 2) Confidentiality Obligations:

- a) Volunteers at Forgotten No More, Inc. ("FNM") will maintain the security and confidentiality of personal or health related information relating to every individual under FNM Program Management, specifically, staff, beneficiaries, beneficiaries' families, other staff members, volunteers, or persons visiting the FNM Training Center. No identifying information can be sought or given without express consent of the individual (if adult) or the responsible party (if the person is under the age of 18 years) and the Directors of FNM ("Directors").
- b) Non-identifying information must be exactly that, nothing that will identify the child or person either at the time or in the future, in order to maintain confidentiality of any personal or health related information of the FNM staff, their families, beneficiaries of FNM, and their families. These guidelines apply to all persons who visit or work in any capacity with FNM and are in keeping with international laws for the protection of an individual's right to privacy. Confidentiality is to be maintained as would be so in any other circumstances of employment, business, health care or child care elsewhere in the World.
- c) Photographs are not to be taken without the consent of the individual (if adult) or the responsible party (if a minor).

- d) Staff and Volunteers are to adhere to this Deed both during and after the completion of their time with FNM. This includes, but is not limited to, discussing information with people who have previously volunteered at or been employed by FNM.

3) Further Obligations:

To maintain security and confidentiality of personal and health-related information of any individual in any FNM managed program, all persons visiting or working with FNM must:

- a) Be aware of their obligations under the this agreement in relation to confidentiality of personal and health information of staff and their families, children in care and their families, other beneficiaries and their families, other volunteers and their families, and contractors of the service and their families.
- b) Keep the information stated in the above guidelines secure and confidential.
- c) Not disclose information to persons not involved in the normal service or provision of service for FNM, information should only be disclosed or discussed on a “need to know” basis as determined by the Directors of FNM.
- d) Only disclose information for a purpose directly related to the aim of information collection and statistical analysis, without the use of identifying details.

This includes:

- i) Where the persons involved give their consent and are aware of the use of the information.
  - ii) Where information is usually disclosed to the relevant person or body, eg officials of Regional or Zone levels of the Labour and Social Affairs Offices or police.
  - iii) Where the disclosure is necessary to prevent or lessen a threat to life or health.
- e) Be diligent and maintain confidentiality when using records or discussing matters with other FNM staff, volunteers, families, or any other persons.
  - f) Limit the amount and nature of information being kept to what is required for the smooth operation and records required for accountability at FNM.
  - g) Keep information in a secure manner to prevent accidental or purposeful access by persons not directly involved in FNM activities or administration.
  - h) Ensure written or illustrative information, and computer discs are kept in a secure cabinet.
  - i) Ensure computer records contain a password or other mechanisms to prevent unauthorised access.
  - j) Amend incorrect or misleading information, and update records as required, e.g. immunisation or health records.

- k) Allow people to raise and respond to concerns about the nature of any information kept or any breach of confidentiality.
- l) Not remove, photocopy, or transcribe information kept by FNM, unless with the written consent of FNM administration.

4) Special Considerations:

- a) HIV/AIDS.

Volunteers must not disclose any information concerning an individual's (whether child or adult) exposure to or infection by Human Immunodeficiency Virus or Acquired Immunodeficiency Syndrome (HIV/AIDS) to any person or body outside of FNM except with the approval of FNM administration and the acknowledgement of the affected family where applicable.

5) Responsibility and Continuing Obligation:

- a) It is the responsibility of FNM staff and volunteers to act in a professional manner at all times in relation to the privacy and confidentiality of all FNM personnel and program participants.
- b) Staff and volunteers are bound by this Deed of Confidentiality while working at the FNM Training Center, out of work hours, and when no longer working or volunteering with FNM.

6) Declaration

I declare that I have read, understood, and agreed to the above Deed and that I will adhere to it both now and in the future.

Name (printed): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_